

Special Note: The following are minutes that summarize the Business Development Advisory Council meeting held on April 13, 2016, and not a transcript of the meeting.

## **MINUTES**

### **BUSINESS DEVELOPMENT ADVISORY COUNCIL WEDNESDAY, APRIL 13, 2016 9:00 A.M.**

### **CLARK COUNTY GOVERNMENT CENTER 500 S. GRAND CENTRAL PKWY 4<sup>TH</sup> FLOOR, GOLD ROOM LAS VEGAS, NEVADA 89155**

#### **Members Present:**

Jane Lee, Jadon Foods – Chair  
Vershaun Ragland, M.B.D.A. Business Center of Las Vegas  
Jill Klies, J & M Shooting Solutions  
Marcus Offutt, Business Growth & Development Services (**attended via teleconference**)  
Mae Worthey, Nevada Department of Employment, Training and Rehabilitation (DETR)  
Rich Lyles, Governor's Office of Economic Development (GOED)

#### **Members Absent**

Amy Shaw, McCarran International Airport  
Leonard Hamilton, Business Consultant  
Jo Cato, Periwinkle Media Group

#### **Clark County Staff**

Adleen Stidhum, Clark County Purchasing and Contracts  
Trudy Harper, Clark County Purchasing and Contracts  
Lisa Majett, Clark County Purchasing and Contracts

#### **Legal Counsel:**

Catherine Jorgenson, Clark County District Attorney's Office

#### **Guests:**

Erin McDermott, ACCION  
Bonnie Barnett NAWBO

**I. Call to Order**

Jane Lee, Chair, called the meeting to order at 9:06 a.m.

**II. Opening Ceremonies**

Silent invocation was conducted followed by the Pledge of Allegiance.

**III. Introductions**

The members and guests introduced themselves.

**IV. Public Comments**

There were no public comments.

**V. Approval of Minutes**

The February 11, 2016 minutes were unanimously approved with one correction from Rich on Item VIII. The new director of PTAC is Joan Reuben. Vershaun motioned to approve; Mae seconds the motion. All members were in favor.

**VI. Accept nominations and elect BDAC Vice Chair**

Catherine advised that previous nominations Mae Worthey and Leonard Hamilton would carry forward. Leonard submitted in writing that he now rescinds his eligibility. Jane asked if there were any other nominations at this time. There were none. All members voted in favor and elected Mae Worthey as the new Vice Chair.

**VII. Accept resignation from current Chair of Advocacy Subcommittee Vershaun Ragland and accept nominations and elect new chair**

Vershaun resigned as Chair of the Advocacy Committee. Jane briefly explained the purpose of the committee is to serve as a liaison getting BDAC's existence and purpose out into the community and to let small businesses know that BDAC is a resource for them. Vershaun will continue to do advocacy work and would like to nominate Rich. He accepted the nomination. All members voted in favor and elected Rich Lyles as the new Chair of Advocacy Subcommittee.

**VIII. Updates**

- a. Legislative—There was no report for this meeting.
- b. Marketing and Public Relations —There was no report for this meeting.
- c. Advocacy – Vershaun reported that she is currently working with a young minority male who graduated from college two years ago. She's assisting him in obtaining a 3.7 million dollar loan. He was approved for a 7A loan which he declined. Instead his parents, who are in the convenience store business (i.e. AM/PM), as well as Popeye's Chicken, are going to construct his entire facility through a 504 loan and then will sell it to him. This decision was based on a lot of firms are not doing start-up construction loans. Also, MBDA Business Center New Ventures Capital Development Company no longer has the contract so she is now New Ventures

Capital Development Company. She will focus on the New Ventures 504 SBA loans because right now they have a refinancing program for any debt.

- d. Speaker Bureau – Marcus said his scheduled speaker had a scheduling conflict and could not attend today, but will hopefully make the next meeting. Attending today is Erin McDermott, Market Manager and Regional Lending Officer of ACCION. Jane stated that Erin is a fantastic representative, very resourceful and is the face of the company because she attends so many events. ACCION is an international non-profit that started in the 1960s. The affiliate that Erin works for launched in 1994 in Albuquerque, NM. It was locally launched in 2014 and currently has two office locations, one in the Urban Chamber of Commerce and the other in the Henderson Resource Center. In November Christopher Rodriguez, a Spanish speaking loan officer, was added to the staff which is a wonderful addition. Since inception, they've done 176 loans totaling 2.1 million with the average loan size of about \$11,000. The largest loan in the state was for \$300,000 for a helicopter. ACCION has worked on loans with Mr. Fountain and Vershaun as well. ACCION is a non-profit mission-based alternate lender. They are not a projection based lender. They serve small business owners in the state of Nevada who cannot access capital and has serviced loans in many Nevada sites to include Ely, Elko, Reno and Gardnerville. It is their goal to keep lenders away from predatory lending situations. They do term loans and equipment financing from \$1,000 to \$1 million. Statistically 83% of borrowers are women or minority owned business with low to moderate incomes. They work with start-ups, business acquisitions, and riskier industries such as transportation and food based businesses. They are flexible with credit requirements for micro loans up to \$10,000 where the required FICA score is 500-550. The current payday or title loan interest rate for \$3,000 is 400% and they do refinance those loans. They also do not have a pre-payment penalty because they are short term funded and want the clients to eventually go back to the bank so the bank can re-finance the loan. ACCION along with Boston Beer/Samuel Adams Company has an upcoming speed coaching event for food and beverage businesses to be held at Zappos on Tuesday May 17<sup>th</sup> 5:30-8:30pm. Erin will send this information to Jane electronically to share with everyone. Jane added if you know of any companies getting started, have them bring their packing and products to this event and the representatives of Samuel Adams can help ensure they're heading in the right direction with free on-the-spot feedback. More workshops will be coming up later this year at the Chamber with the focus of getting loan ready. The goal this year is to do 195 loans for about 2.5 million. They look to help with star-up loans that have an outside source of income. They also have the option of adding a co-borrower. Jane asked the question concerning the individuals looking for funding that aren't bankable yet, what are some of the ways that ACCION is more flexible in accepting collateral for a loan verses a traditional bank. For micro loans, ACCION can consider business assets if someone doesn't have titled assets or lendable equity in their home to secure the loan which ACCION considers a second source of review. ACCION is not federally regulated or backed by the government but have a 93% repayment rate and does not do emergency loans. ACCION was also accepted in the Community Advantage Program through the SBA which also aids in helping secure loans over \$20,000 up to \$250,000.

**IX. General discussion on the function of Subcommittees and Open Meeting Law**

Catherine stated that if there is no quorum, then there isn't a meeting and therefore no open law violations. When you create a subcommittee, you can no longer use the big number of counsel because you created a small or discreet group. So, if you have more than one person on a subcommittee, you are then subject to opening meeting law because more than one person constitutes a public body. All meetings where there is discussion, deliberation, decisions being made or actions being taken need to therefore be properly noticed. If a subcommittee meets, even just to take back advice to the council it qualifies as a meeting so it would go through the same process as a council meeting, meeting in a public place that can accommodate the public, having an agenda, being publically posted in multiple places and noticed at least 3 day before the meeting and the meeting needs to be audio recorded. As an alternate option to having a subcommittee, you could assign one particular item such as legislation or marketing to one person. That one person could speak to and get input from other committee members concerning the issue as long as it isn't a quorum. Subcommittees create more work for Trudy because they would follow the same requirements as a regular council meeting. However, the subcommittees could do their own minutes, agendas, etc. For the Legislative and Speaker Bureau, a subcommittee isn't necessary and could be handled by one designated person. For Advocacy and Marketing, by designee or committee, could work. Mae suggested that maybe all discussions could take place at the council meeting. Catherine stated that would go along with the one person being designated model versus a subcommittee. This item will be added to the agenda for the next meeting to decide whether to continue with the subcommittees or to modify by assigning them to individuals. Also to be addressed are the various missions or functions of each subcommittee.

**X. Discuss Google docs protocol, reporting and Expectations of council members**

Jane stated there was already a document located in Google docs but unfortunately she wasn't good at accessing previously made documents so her solution was to create another document that would be used to track the committee's activities, improvements, and progress to provide a form of history to the County Commissioners upon request. The document will be evolutionary with everyone reporting the same kind of information using the same format. Mae asked since you need a password to access Google docs, how does that lend to the committee being transparent? Catherine responded that it isn't a public record so it can be made available to whoever requested it. The form/document doesn't necessarily have to be located in Google docs and only information discussed at council meetings has to be publicly available. Vershaun suggested instead of having members fill out a form to turn in actually have them enter it in Word so the work doesn't have to be duplicated. Scanning the document was also suggested. Adleen quoted from the Clark County Code ordinance 3.56.100 County Manager, Equal Business Opportunity Program. Because this form would be additional information to what the Commissioners are already provided per County code, she suggested titling the form "Activities of the BDAC Council". It could be submitted monthly or annual, however the council deemed appropriate. Catherine stated it might be worthwhile to have these activities submitted as an agenda item. In response Adleen stated because this information is not required, it could be presented to the Commissioners individually in a Managers Information Report.

Jane likes this because it captures the information on the council's activities and creates an accurate historical record and you can see how everyone is working together and present more opportunities to partner with organizations to broaden our exposure and reach more people. Jane requested a motion that at minimal for us to create a document for historical purposes of the councils activities to submit to Lisa so Adleen or Trudy or whoever would have it at their disposal. Mae motioned to approve and Rich second. Motion carries. For clarity, each member will complete the form for their individual activities. The information will be captured in one place and made into one document to be ready and submitted as the council sees fit or as requested from the Commissioners. This will even provide a way to see which council members are being over or underutilized to improve comprehensive coverage. Adleen suggested having the final report ready by December 14, 2016 since we would have exhausted the year.

#### **XI. Business Opportunity and Workforce Development (BOWD) Highlights**

It was clarified with Marcus that the Speaker Bureau will contact the present BOWD class and one graduated BOWD member to come and present to the Council.

#### **XII. Informational Items**

##### **a. Announcements**

Vershaun is now taking her notary public services mobile and they will be available 24/7.

Adleen informed members that the current BOWD class only has two sessions remaining before graduating. Because some of the previous BOWD graduates have expressed an interest, the Small Business Expo will be open to all businesses that have been through one of the Clark County training programs as well as the current participants. There are already over 40 businesses registered and the event is at no cost to them. She would like to see BDAC be represented by also having a table. The Expo will be at the Pearson Community Center (MLK/Carey Ave.) on May 19, 2016 from 9:00 a.m.-1:00 p.m. Adleen will also be featured on KCEP Power 88.1 Radio with the Urban Chamber Ken Evans, Monday, April 18<sup>th</sup> and hopefully Commissioner Weekly will also promote the Small Business Expo on his radio talk show. The goal is to reach out to all the purchasing managers, directors and administrators across the valley to bring their staff, come from behind their desk and come to the expo and see all these businesses in one location. Two flyers were distributed. One is soliciting the BOWD and CCBDEP participants and graduates and the other specifically stating who needs to attend as in public, private and government agencies and buyers. Adleen and her staff will be doing a walkthrough with the Pearson center staff to have a plan in place to best optimize space and ensure parking is easily accessible and available to accommodate everyone attending. As with the Meet Your Customer Day, the intent is to reach to and partner with resource groups that can help educate the businesses rather than try to sell them memberships. The Governor's office will be represented speaking about ESB. The goal is to match businesses with purchasing agencies and not just to say we had an expo with no end results. Mae is going to see about getting someone from her office, Department of Employment, to get a table as well. NGEM will also have a table.

Mae is now officially Dr. Mae Worthey and graduates May 28<sup>th</sup> in Organizational Leadership.

Bonnie announced that NAWBO started a new chapter in January and has a business meeting monthly but most of the first quarter is spent on organizational issues to include retention. The membership has double. She has been a member for 25 years and serves on the Business Development Committee. They match their membership with opportunities that are in various groups such as the Council to develop a link for small and service businesses that can compete with contracts. NAWBO will use their website to make their membership public so people know who they are and to reach and communicate so opportunities can be made known.

Rich announced four events he has coming up. On Friday May 6<sup>th</sup> from 8:30 a.m.-10:30 a.m., Opportunities for Veteran Owned Businesses at University of Nevada Cooperative Extension, 8050 Paradise Rd. The other 3 events are Doing Business with webinars that will be held the 3<sup>rd</sup> Wednesday of each month from 2:00-3:30pm. April 20<sup>th</sup> is NAVAIR/China Lake. May 18<sup>th</sup> is Bureau of Land Management. And June 15<sup>th</sup> is US Department of Veteran Affairs. There are additional future dates running from July through December some will feature large defense contractors.

- b. Identify emerging issues to be addressed at a future meeting –It was agreed that at the next meeting there will be a discussion on subcommittees and which we will be keeping, if any.

**XIII. Public Comments**

There were no public comments.

**XIV. Next Meeting**

Wednesday, June 8, 2016, 9:00 a.m., 4<sup>th</sup> Floor, Gold Room, at the Clark County Government Center

**XV. Adjournment**

The meeting was adjourned at 10:21 a.m.